



Illinois. Univ.-- School of jour-
nalism-- Library

Journalism library; student
handbook

The person charging this material is responsible for its return to the library from which it was withdrawn on or before the **Latest Date** stamped below.

Theft, mutilation, and underlining of books are reasons for disciplinary action and may result in dismissal from the University.

To renew call Telephone Center, 333-8400

UNIVERSITY OF ILLINOIS LIBRARY AT URBANA-CHAMPAIGN

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THE LIBRARY
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JOURNALISM LIBRARY

STUDENT HANDBOOK

OF

AIDS AND RULES.

THE LIBRARY OF THE
UNIVERSITY OF ILLINOIS
JOURNALISM LIBRARY



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The journalism library is located in 122 Gregory Hall. The schedule of open hours is posted on the door and in the room.

This library is maintained primarily for the use of students enrolled in journalism courses. It is hoped that this handbook will help you to make the maximum use of this library. The facilities are briefly outlined and the rules regarding the library are set down.

RULES FOR BORROWERS

Reference books, periodicals, unbound pamphlets, clippings, and newspapers are to be used only in the library.

Reserve books may be taken out one hour before the library closes for the day and must be returned within the first hour of the next day the library is open.

Books not reserved for class assignments may be borrowed for home use for two weeks, and may be renewed for two weeks more if not specially restricted or if not called for by someone else. All books are subject to recall at any time when needed for University work.

FINES

Books which are not returned on time are subject to fines assessed by the journalism library and deducted from the student's deposit fee by the business office.

Books borrowed for the two-week period but which are not returned on time are subject to a fine of two cents a day; in computing fines, Sundays and holidays are counted.

Books from the reserve shelves are subject to a fine of twenty-five cents for the first hour and five cents for each additional hour if kept overtime.

Books recalled for University work must be returned at once upon receipt of notice. If they are not returned within two days after notice is mailed, a fine of twenty-five cents a day is charged.

All books lost or damaged must be replaced or paid for. Such losses are reported to the loan department and settlement made through that department.

RESERVE BOOKS

Books assigned for outside reading in all journalism courses are kept on reserve. These books may be taken out one hour before the library closes for the day and must be returned within the first hour of the next day the library is open. A notebook at the desk lists these books by courses.

In order to help students plan their studying time, this departmental library will save books for students to take home overnight according to the rules given below:

1. A book may be reserved for any day within the current week - not farther in advance.
2. Only one book per person per day may be reserved.

The Hamilton library is located at 127 Queen Street West.
of your house is located at the back and is two years.

This library is situated primarily for the use of persons who are
to be used for reference. It is open to all persons who wish to use it
with the exception of the library. The Hamilton and other libraries
and the other property of the library are for sale.

LIBRARY AND BOOKS

Reference books, periodicals, and other materials are
available to be used only in the library.

Library books are to be used only in the library. The
the use of books is restricted to the library and is not to be
library is open.

Books not provided for other libraries are to be used only in the
for the use of the library. The use of books is restricted to the
reference and is not to be used for other purposes. The library is
small of the time when books are not available.

LIBRARY

Books which are not provided for other libraries are to be used only in the
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It is the policy of the Hamilton library to provide for the use of
the library is open.

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3. The same book may not be reserved by the same student two days in succession.
4. A student may reserve a book only for himself; he may not sign up for books for other students.
5. Books reserved may be taken out only at the regular time for reserve loans, that is, one hour before closing.
6. If a book reserved by one student is being used in the library by another student at the time reserve books are allowed to go out, then the person reserving the book must wait until the book is turned in at the desk, but he has the privilege of taking the book out for home use.
7. Books are reserved by signing author, title, and the student's name in a notebook at the desk, which provides spaces designated for days of the current week.

NEWSPAPERS

The journalism library subscribes to forty-one daily papers. (See attached list). All current dailies are kept in the reading room. After several days, the papers are removed to the stack room in the basement of the journalism library. Here they are kept on file for several years and are available to students in journalism courses during hours that the room is supervised. A schedule of hours is posted on the door to the stairway leading to the basement. There are individual study tables in the stack room and files of old papers should be used there.

All newspapers are to be used only in the Library. No newspapers in the Journalism Library may be clipped.

MAGAZINES

The library receives eighty-seven magazines (see attached list). Current issues of professional magazines are kept on shelves at the west side of the circulation desk. Those of general interest are arranged alphabetically on shelves beneath the counter just back of the card catalog. A few magazines are kept behind the desk and these must be signed for.

Some magazines are bound and made a permanent part of the library collection. These are shelved on the west wall and the first section of the north wall and are arranged alphabetically by title. These bound volumes are for use only in the reading room.

CLIPPING FILES

The library has maintained a clipping file since March 1939. This file located in room 122 D contains clippings from all local papers on university departments, faculty, staff, research agencies, and student activities and organizations. These clippings are filed in envelopes and arranged alphabetically by name and subject.

Students wishing to use the file should inquire at the desk, and the attendant will get out the envelopes needed.

CARD CATALOG

The card catalog located just in front of the loan desk is an alphabetical index to the materials in this library. In general, books are listed under their authors, titles and subjects.

REFERENCE BOOKS

Reference books are for use only in the library. The cases in the northeast corner of the library are filled with these books and a few are kept at the desk.

Some reference books of outstanding value to the journalist and the types of material they contain are indicated below:

ESSENTIAL PROFESSIONAL TOOLS

Editor and Publisher International Yearbook, annual supplement of Editor and Publisher magazine, giving up-to-date statistical and personnel information on newspapers, agencies, associations etc., in United States, Canada, Mexico and Great Britain.

Editor and Publisher Market Guide, annual supplement of Editor and Publisher giving market information for cities and towns of the United States, Canada and the Philippines, including populations, retail trading areas, analysis of population, financial characteristics, location and transportation, principal industries, wholesale outlets, retail outlets, daily newspapers.

N. W. Ayer & Sons Directory of Newspapers and Periodicals, often referred to as "Ayers", lists geographically, newspapers and periodicals, giving statistics on size, subscription price, circulation, date of founding and names of editors and publishers.

IMPORTANT SOURCES OF BIOGRAPHICAL INFORMATION.

Who's Who in America, biographical data on contemporary Americans, giving occupations, addresses etc., and in the case of authors lists of works published.

Who's Who, published in England but giving information on some prominent people of other nationalities.

Current Biography a monthly publication of "Who's news and why" gives references to other periodicals, newspapers, and books having fuller accounts of person listed.

Current Biographical Reference Service, a monthly publication by the publishers of "Who's Who in America" gives information on people currently in the news.

INDEXES

New York Times Index is useful because it:

1. lists by date, page and column; news items, editorials, book reviews, magazine and other articles in the New York Times.
2. serves as a master key to other newspapers and periodicals by supplying dates of publication of general and international news.

The card catalog located in the front of the room is an alphabetical list of the materials in this library. It contains, among other things, the author, title and subject.

LIBRARY ROOM

Reference books are for use only in this library. The reader is not permitted to check out these books and take them home. They are for use only in the library.

The reference books in this library are for use only in the library. They are not to be checked out and taken home.

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Abridged Reader's Guide, published monthly with cumulations semi-annually and annually indexes a selected list of magazines.

GENERAL AND STATISTICAL INFORMATION

Encyclopaedia of Social Sciences contains articles written by experts in the fields of political science, economics, law, anthropology, sociology, penology and social work, and the social aspects of ethics, education, philosophy, psychology, biology, geography, medicine and art. Bibliographies at end of each article.

World Almanac, an annual publication with statistical and factual information on social, industrial, financial, religious, political, educational and other subjects, historical events and sports records. Up-to-date and reliable, one of the most useful books for the journalist to know.

Statistical Abstract of the United States, published by the United States Bureau of Foreign and Domestic Commerce, it gives in condensed form all the types of statistics covered by the Census Bureau. Includes tables of statistics on area, population, climate, national and local government finances, agriculture, mining, and manufactures.

GOVERNMENT

United States Government Manual gives official information on the organization and functions of the departments and agencies of the Federal Government, published three times each year.

Illinois Blue Book is published every two years by the state of Illinois, with names and biographies of members of the State legislature, reports of state agencies and their works, and information on cities and towns in the state. (Many other states publish similar handbooks)

NEWSPAPERS

September 1, 1941 - September 1, 1942

Alton Telegraph	Illinois State Register
Atlanta Constitution	London Times daily
Bloomington Pantagraph	Los Angeles Times
Centralia Sentinel	Manchester Guardian
Champaign-Urbana Courier	New York Herald-Tribune
Champaign-Urbana News Gazette	New York P. M.
Chicago Daily News	New York Times
Chicago Herald-American	Peoria Journal Transcript
Chicago Times	Publisher's Auxiliary
Chicago Tribune	Rockford Star
Christian Science Monitor	Seattle Post-Intelligencer
Emporia Gazette	St. Louis Globe-Democrat
Illini	St. Louis Post-Dispatch
Illinois State Journal	Washington Star

October 1, 1941 - December 31, 1941

Adrian Telegram	New Orleans Times Picayune
Baltimore Sun	New York Daily News
Cleveland Press	New York Evening Post
Denver Post	New York Sun
Detroit News	New York World Telegram
Indianapolis News	Portland Oregonian
Kansas City Star	Springfield Republican

PERIODICALS

September 1, 1941 - September 1, 1942

Abridged Readers' Guide	New York Times Index
Advertising Age	New Yorker
Advertising & Selling	News Review
American Home	Newspaper World
American Press	Newsweek
Atlantic Monthly	Plans & Pointers
Athletic Journal	Plus Business
Better Homes & Gardens	Popular Photography
Broadcasting	Prairie Farmer
Bulletin of A. S. N. E.	Print
Business Journalist	Printer's Ink Monthly
Canadian Publisher	Printer's Ink Weekly
Circulation Management	Printing Art
Column Review	Propaganda Analysis
Consumers' Research General Bulletin	Public Opinion Quarterly
Country Gentleman	Publisher's Weekly
Current Biography	Quill
Current History	Quill and Scroll
Dolphin	Reader's Digest
Editor & Publisher	Sales Management
Editorial Research Reports	Saturday Evening Post
Esquire	Scribner's Commentator
Events	Scholastic Editor
Foreign Affairs	School Press Review
Fortune	Special Libraries
Guild Reporter	Standard Rate & Data Service
Harper's Bazaar	(quarterly issues - all sections)
Harper's Magazine	Successful Farming
House Beautiful	Survey Graphic
Illinois Alumni News	Survey Mid-Monthly
Illinois Quest	Theatre Arts Monthly
Inland Daily Press Ass'n Bulletin	Tide
Inland Printer	Time
Journalism Quarterly	Time & Tide
Life	U. S. Camera
Mademoiselle	United States News
Magazine Digest	Vogue
Mail Order Journal	Wilson Bulletin
Matrix	World's Press News
Movie and Radio Guide	Writer
Nation	Writer's Digest
Nation's Business	Writer's Monthly
New Republic	Zeitungswissenschaft

This handbook has been developed as an experiment in aiding students to get the maximum use of the library facilities provided for them. To help us determine if it accomplishes this please answer the following questions frankly and hand this page in at the library desk. Your cooperation will be greatly appreciated, and you need not sign your name.

1. Do you find this handbook useful?
2. If not, would it have been useful when you first entered the School of Journalism?
3. Can you suggest additions?
4. What parts are of most value to you?
5. Comments - please be frank.

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